



MEMORANDUM

Date: July 22, 2002

To: **Tenants**
Elihu Harris State Office Building
1515 Clay Street
Oakland, CA 94612

From: **Department of General Services – Real Estate Services Division**
Building and Property Management Branch
1515 Clay Street, Suite 113
Oakland, CA 94612 – (510) 622-2564

Subject: Mixed Paper Recycling Program

Over the past several months the Elihu Harris State Office Building Management has worked in collaboration with the Alameda StopWas\$te Partnership to assess and redesign the paper recycling program. We have designed and are implementing a new mixed paper-recycling program that starts July 22, 2002. In this program white paper and mixed paper can be combined together and deposited in desk-side mixed paper containers.

You will now have two containers to deal with, a blue mixed paper container, and a trash container. Both of these containers will be picked up daily by the janitorial staff. A list of items that should be recycled are list in this web site under this section title "What You Can Recycle."

There will now be only mixed paper containers at your centrally located collection stations to recycle all your white and mixed paper. These containers will be picked up by the janitors on a weekly basis or as needed.

We are asking for your help to improve the level and quality of the recycling effort in the building and make the mixed paper-recycling program a success.

If you have any questions or concerns, please contact the Building Managers Office at (510) 622-2564.

Alan M. Endo, Building Manager II
Building and Property Management